

Employee Name: _____

Date of Exposure Mo/Day/Yr	Substance (include concentration and/or other measures)	Length of Time Exposed	Geographic location (City/Company/Industry)	Personal Protective Equipment Used at Time of Exposure

Supervisor: _____ Date: _____
(verifies that the employee was at that location at the time)

Instruction on How to Complete a Toxic Exposure Record (HS 3)

S.A.M. 2590.1 and General Industry Safety Order (GISO) requires that employees exposed to toxic substances or harmful physical agents record such incidents on this form. Furthermore, the State must make these records available to employees and retain them for a period of 30 years following the employee's separation from State service.

1. Exposure incidents are to be logged by the employee on the Toxic Exposure Record. There is no need to complete a form unless there has been a possible exposure.
2. Note the substance and concentration (or estimates or other measures), if available.
Title 8, CCR, Section 5155 lists the permissible exposure limits (PELs) for Chemical Contaminants. If the employee suspects exposure, please indicate.
3. Indicate the length of time exposed. Be as specific as possible.
4. Indicate the personal protective equipment used at the time of the exposure.
5. Employees must verify the toxic exposure by signing the bottom of the form.
6. The supervisor's signature verifies that the employee was at that location at that time.
7. The original Toxic Exposure Record (ASD 76-7) should be submitted to the ARB Safety Coordinator for any employee who believes that they been exposed to a toxic substance.
8. If the exposure is due to an accident, Std. Form 268 "Accident Report (Other than Motor Vehicle)" must also be completed and sent to the Safety Coordinator.
9. If an employee transfers to another state agency, the Toxic Exposure Record shall be transferred to the new agency's Safety Coordinator as required by SAM 2590.1.
10. The ARB will make these records available to employees, their authorized representatives or the Division of Occupational Safety and Health (DOSH) without cost, within 15 days of a written request.